



<p><b>1. INTRODUCTIONS</b></p> <p>Taryn welcomed Cheow Peng Ooi, University of Putra (Faculty of Medicine and Health Sciences), Malaysia to the synthesizing group</p> <p>Also participating on call:</p> <p>Andrea Tricco          Cheow Peng Ooi          David Tovey          Edoardo Aromataris          Elie Akl          Gabriel Rada          Gunn Vist          Isabelle Boutron          Kanga Emmanuel          Karla Soares-Wesier          Michael Wilson          Nikita Burke          Taryn Young          Vivian Welch</p> <p><i>Regrets:</i>          Birte Snilsveit, 3ie          David Nunan, Oxford Centre for Evidence-based Medicine (CEBM), UK</p>	<b>3 min</b>
<p><b>2. FOLLOW-UP ON ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• Taryn reminded the group of the previously discussed terms of reference. Several suggested were raised:             <ul style="list-style-type: none"> <li>○ Clarifying that working group not going to create evidence tables, but understanding how might support greater accessibility of evidence tables</li> <li>○ Suggest expanding focus from only ‘living’ reviews to generate shared understanding of reviews that are updated regularly, and including broad type of reviews that can be regularly updated</li> </ul> </li> </ul> <p><b>ACTION: Taryn and David to revisit terms of reference and share with group for feedback (through email and MS Teams)</b></p>	<b>5 min</b>
<p><b>3. SYNTHESIS RESOURCE BASE AND TOOL INVENTORY</b></p> <p>Taryn reviewed the resource document (see attached with meeting comments incorporated)</p>	<b>30 min</b>

<p><b>ACTION:</b> Working group members are asked to provide feedback and any additional resources with Taryn and David, or post to the MS Teams Synthesizing working group page</p>	
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<p><b>ACTION:</b> Taryn, David and Anna will incorporate the working group's comments into the resources document, and share with group for feedback</p>	
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